

GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)

NOTIFICATION
Imphal, dated the _____, 2016

No. 1/1/2015 – MSS / DP : In exercise of the powers conferred by the proviso to Article 309 of the constitution of India and other enabling powers in this regard, the Governor of Manipur is pleased to make the following rules further to amend the Manipur Secretariat Service Rules, 1986; namely :-

1. (1) These rules may be called the Manipur Secretariat Service (1st Amendment) Rules, 2016.
(2) These rules shall come into force with immediate effect.
2. For the existing Rule 7 and 8 of the Manipur Secretariat Service Rules, 1986, the following shall be substituted, namely:-

“Rule 7. Method of Recruitment:

Save as provided in Rule 6, appointment to the service excepting Section Officer/Desk Officer shall be made by promotion in the manner prescribed under Rule 8. The method of recruitment for Section Officer/Desk Officer (Category V of the Service) shall be 51 (fifty-one) Posts by promotion and 39(thirty-nine) Post by direct recruitment. The appointment by promotion to Section officer/Desk Officer shall be made in the manner prescribed under Rule 8. The direct recruitment of Section Officer/Desk Officer shall be made through an examination conducted by the Manipur Public service commission under the Manipur Civil Services Combined Competitive Examination Rules, 2005.

Rule 8. Preparation of select list:

Rule 8(1)(a) for promotion to the post of Secretary, the select list shall be made by **selection on merit with due regard to seniority**, from amongst the members of the service who have held the posts of Joint Secretary for not less than 5(five) years, failing which from amongst the members of the service who have held the posts of Joint Secretary and Deputy Secretary combined for not less than 8(eight) years.

“provided that the member of the service has put in 22 years of service as either a member of Manipur Secretariat Subordinate Service and Manipur Secretariat Service or as a Member of Manipur Secretariat Service”.

Rule 8(1)(b) for promotion to the post of Joint Secretary, the select list shall be made **by selection on merit with due regard to seniority** from amongst the members of the service who have held the posts of Deputy Secretary for not less than 5(five) years, failing which from amongst the members of the service who have held the posts of Deputy Secretary and Under Secretary combined for not less than 10 (ten) years.

Rule 8(1)(c) for promotion to the post of Deputy Secretary, the select list shall be made on the basis of seniority with **"Very Good"** ACR Grading as benchmark from amongst the members of the service who have held the posts of Under Secretary for not less than 5(five) years regular service in the grade.

Rule 8(1)(d) for promotion to the post of Under Secretary, the select list shall be made on the basis of seniority with **"Very Good"** ACR Grading as benchmark, from amongst the members of the service who have held the post of Section Officer / Desk Officer for not less than 4(four) years' regular service in the grade, in the manner, as detailed below:-

- (i) 50% (19 posts) from amongst the Category V [Section Officers / Desk Officers] promoted from the Assistant Section Officer;
- (ii) 50% (19 posts) from amongst the Direct Recruit Section Officers."

3. Under **"Rule 14. Probation"** of the Manipur Secretariat service rules, 1986 another "rule 14(a)" may be inserted as 'Training and Departmental Examination' for direct recruit Section Officers appointed under Rule 7 of the said rule to undergo such training and pass during the period of probation such departmental examination as the governor may from time to time prescribe and such persons who have been declared to have satisfactorily completed his/her period of probation may be confirmed in the Service.

4. Under **"Rule 17. Seniority"** of the Manipur Secretariat Service Rules, 1986 hereinafter referred to the Principal Rules) the following will be inserted :-

- (4) Separate seniority will be maintain for the Section Officer / Desk Officer (Promotee) and Section Officer / Desk Officer (Direct);
- (5) A combined inter-se-seniority will be maintained for the Category-IV (Under Secretaries) and above Categories;

5. For the existing Schedule -I and Schedule -II appended to the Manipur Secretariat Service Rules, the following shall be substituted; namely:-

SCHEDULE - I:

Sl. No.	Specified posts	Authorised Cadre Strength
1.	Category - I (Secretary)	1
2.	Category-II (Joint Secretary)	4
3.	Category-III (Deputy Secretary)	8
4.	Category-IV (Under Secretary)	38
5.	Category-V (Section Officer / Desk officer)	90
	Total Specified posts	141

Reserve:

(1)	Deputation Reserve @ 10% of 117	14
(2)	Training Reserve @ 5 % of 141	7
(3)	Leave Reserve @ 5 % of 141	7
	Total Reserve	28
	Grand Total:-	(141+28=169)

SCHEDULE - II

1.	Category - I	Secretary	Rs. 37400 - 67000 + 8700
2.	Category - II	Joint Secretary	Rs. 15600 – 39000 + 7600
3.	Category - III	Deputy Secretary	Rs. 15600 – 39000 + 6600
4.	Category - IV	Under Secretary	Rs. 9300 – 34800 + 5400
5.	Category - V	Section Officer / Desk Officer.	Rs. 9300 – 34800 + 4400